

**North Little Rock Municipal Airport Commission Meeting  
Emma W. Hall Administration Building  
204 Aviation Way, North Little Rock, Arkansas**

The regularly scheduled meeting of the North Little Rock Airport Commission was held August 21, 2006 in the conference room in the Emma W. Hall Administration Building in North Little Rock, AR.

**Call to order:** Chairman Roger Marlin called the meeting to order at 6:00 p.m.

**Attendance:** Attending was Commissioners Roger Marlin, Rick Ashley, Sid Crymes, Mark Halter, Skipper Polk and Director Willie Elizandro. Absent were Commissioners Don Blakey and Charlie Kimbrell.

**Minutes:** Motion made by Mr. Polk to accept minutes from the previous Commission meeting. The motion was seconded by Mr. Ashley. Motion passed.

**Treasurer's Report:** The financial report was presented by Director Elizandro. The revenue report was broken down by outstanding leases and taxes. The outstanding balance is \$53,448. Some leases are past due as far back as January to the first of August. It was recommended that another round of invoices be sent. There is \$5,120 past due on taxes. Some lease holders have stated that they will not pay until October as that is when they are due. Mr. Polk believes the Commission should get aggressive as long as they are sure the bills are received. Mr. Marlin directed Mr. Elizandro to check to see if leaseholders received invoices and if the leaseholders have not received notices, to resend. Leaseholders are not required to receive invoices from the city, however since this has been done in the past and the leaseholders expect invoices, it should continue. Also, this will remind those whose rates are increasing that they need to make the appropriate payment. Future leases should be more specifically addressed regarding taxes. The July revenue report reflects personnel services are at 18% of total expenditures and maintenance and operations are at 85.1%. We have received 55% of projected revenue income. There is \$20,000 left from line item 2140 in 2005, which will be moved to another line item account for 2006. Mr. Polk made the motion to accept financials subject to audit, and Mr. Halter seconded the motion. The motion passed.

**Old Business:**

Option Lease Agreement worked on by Mr. Halter. After review, it was decided not to have the multiple property option in the lease agreement and to strike the property dimensions in the agreement. The City Attorney did not have any issues regarding the new lease agreement. Mr. Ashley stated that there needed to be flexibility concerning the lease agreement. There will need to be exhibits attached to the leases. This is to keep track on who has money on a piece of land and to put a time frame on that money and land so that if it become available if they choose not to enter into a lease. It was also stated by Mr. Marlin that we include the Option Lease Agreement in our new lease packages. A motion was made to

accept the Option Lease Agreement and to strike the actual 100' x 150' tract and include the exhibit. Mr. Polk seconded the motion. The motion passed.

Request from Pulaski Technical College Aviation Department to tie into the sewer system and be removed from the current septic system. Thomas Pownall from Thomas Engineering represented Pulaski Tech. He presented an easement document with description. The easement was also given to Mike Stengel from Garver Engineers who recommended that the easement be moved to run along with Central Arkansas Water's south fence line. Motion was made by Mr. Ashley to approve the sewer line to run along the property line subject to Waste Water approval with a 15' easement from the fence line. The motion was seconded by Mr. Crymes. The motion passed.

East and West Ramp tie down responsibility and fees. Mr. Marlin asked Mr. Elizandro to report on this issue. After investigation by Elizandro, it appears ACE has 71 tie down spaces on the west ramp. Rental is \$25 per month. Half of the revenue of the tie downs lease is paid to the Airport Commission by ACE on a monthly basis. Barrett is authorized 12 tie down spaces immediately in front of their hangar building. The lease with Barrett includes payment for the tie down spaces whether they are utilized or not. Regarding tie downs on the east ramp, there is no provision in the hangar leases on the east ramp for tie downs. One such person has paid \$50 for two months to tie down. One exception of east ramp tie down is in front of Zane Anderson's which is to provide access to his hangar. Tommy Murchison of ACE said the first 29 tie down spaces of ACE's are included in his lease. Elizandro recommended increasing the tie down fee from \$25 to \$50 per month to generate revenue to offset increase in operating expenses. Elizandro is to get with the two FBO operators to discuss tie downs and to poll other airports throughout the state regarding their tie down fees to bring NLR's more into line. This issue has been tabled until the September meeting.

### **New Business:**

Airport proposed drainage extension for the city of Sherwood to alleviate flooding problems along Maryland to install a new pipe under the Airport fence. Sherwood will make all repairs to the fence and drains. The work should not impact Airport property according to city engineer Mike Smith. Mr. Polk requested assurance from the City of Sherwood to fix any future problems. A motion was made to approve proposed pipe extension subject to assurances. The motion was seconded and passed.

Airport room rental and fees to include the conference room and kitchen area in the Emma Hall building. Elizandro presented a proposal to rent the room after purchase of tables and chairs, which will cost an estimated \$900. Room rental charges should include payment of staff for the gate, a clean-up deposit and charges to be a stepped dependent upon the time of day or night. One consideration was to charge by the hour. There is concern that obligations to the supervision and management of room rentals will take away from the performance of the airport director. Elizandro is to research room rental fees compared to other rooms the same size.

The Airport Safe Conference will be held in Ft. Worth, TX on November 2. Elizandro has requested to attend this conference. It was moved and seconded to spend the funds to send Elizandro to Ft. Worth to attend this conference. The motion passed.

Hangar Proposal from Barry Hyde for the east ramp. Hyde proposed 25¢ per sq. foot under an option agreement instead of the standard 30¢ with the 5¢ increment every 5 years. Hyde was previously given a six-month extension after the original option expired. The back of the hangar will be within six inches of the utility easement. The addendum to the standard airport lease was discussed concerning the use of the hangar as a commercial rental building and security fencing and gates being the responsibility of the lessor. Mr. Ashley said the Commission would have to install security fencing/gate or include the security requirement in future leases. Mr. Hyde stated he would work with the commission concerning the security issue. He also stated spacing between hangars was back in line with Commission requirements of 30 feet between buildings. Mr. Ashley also addressed the fact that hangar use needs to be more definitive and if anything changes concerning the stated use of the hangar that the lessee would have to come back to the Commission for approval. Mr. Hyde said the hangar was for three commercial spaces. The lease was approved effective November 1, 2006. A motion was made by Mr. Polk to accept the lease and seconded by Mr. Ashley. The motion passed with Mr. Marlin abstaining.

The 2007 Proposed Budget and Capital Expenditures were presented next by Mr. Elizandro. There is a proposed increase of approximately \$15,000 in salaries with the hiring of a 30-hour week maintenance worker and the figure also includes an additional \$3,000 for the 40-hour week required during the grass-mowing season. FICA and Medicare also increased with the hiring of Elizandro and the part-time employee. There is a proposed \$3,000 for capital improvement for office and maintenance equipment. A request for funding from the City of North Little Rock for approximately \$84,000 is included. The line items budgeted from years 2005, 2006 and proposed 2007 have not changed much. A motion was made by Mr. Ashley to approve the budget as proposed and seconded by Mr. Polk. The motion passed.

Mr. Elizandro presented the memo from the City of North Little Rock regarding the Arkansas Clean Indoor Air Act of 2006. Per direction of the Mayor and City Council, effective immediately there is no smoking permitted in city owned buildings and structures on city-leased property.

Holding Bay Schedule 2 project has been completed. A final inspection punch list was completed on July 24, 2005. All items on the punch list including verifying proper water drainage have been completed except for the grass around the project and the grass is gradually coming in. Once the grass has become established a final payment will be authorized. The AIP project will remain open due to two change orders one has been activated and completed regarding trash removal and initiate a second change order to complete the ditch fill that has not been signed or begun.

Runway 5-23 marking project is complete. Cancelled checks are being collected for submission to the State Aeronautical Board for reimbursement funds. This should be completed by the next commission meeting.

Runway 5-23 localizer work is complete and flight testing is in progress.

**Director's Report:** The written report will be presented on a monthly basis.

**Security Report:** A fire truck from Little Rock Air Force Base ran through the gate by the fire training facility which has necessitated NOAA to utilize other gates for access. LRAFB will pay for the replacement gate. The new gate should be installed on Tuesday, August 22. Sgt. Honeycutt has requested that the gate code be changed. Elizandro proposed to take over programming the gates and is to find out what is involved in changing gate codes to cut this expense. A weeks notice for the code change has been requested to be sent to all airport tenants. Honeycutt has received the depredation permit for this year. A purchase of supplies for depredation was made and the purchase was less this year due to the lower deer numbers.

Calendar of events was presented with the AAOA (Arkansas Airport Operators Association) coming up at the Wyndham Riverfront the 24-26 of September.

Roger Marlin resigned citing a significant conflict of interest of his employment and his responsibility on the Airport Commission. He will submit a letter to the Mayor announcing his intentions later this week.

**Public Comment:** Presley Melton suggested that the agenda and minutes be sent to anyone on the e-mail list one time with a note asking if they would like to continue receiving the minutes. Mr. Melton recommended annotating in meeting minutes Commission members who are present and absent for meetings

Doug McDowell invited everyone to the EAA fly in lunch on Saturday, August 26 in conjunction with a Young Eagles event. The B-17 will arrive Thursday, October 12 and will operate off the east ramp.

The parking area in front of the ACE hangar is lower than the puddle. Garver Engineers believes a concrete plume can be put into the grass island to discharge the water into the parking lot. Elizandro will speak with Public Works about providing the work with the plans to be provided by Garver.

Grant money accumulated is now \$150,000 which will need to be used by July 2007. Garver has been asked to see what projects need to be accomplished with this money and recommend a priority.

A motion was made by Mr. Polk and seconded by Mr. Ashley to adjourn. Motion passed.